

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
**JOB OPPORTUNITY**  
**Administrative Assistant SW27721**  
**Site Director's Office**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Location:** F.S. Dubois Center, 780 Summer Street, Stamford, CT

**Program/Unit:** Site Director's Office

**Salary:** \$53,935 - \$69,795

**Shift/Schedule/Hours:** 1<sup>st</sup> shift, 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week.

**Posting Date:** October 19, 2015

**Closing Date:** October 25, 2015

**Duties may include but not limited to:** Provides reliable and accountable administrative support to the site director of FSD; independently performs administrative duties as assigned by the site director; prepares, organizes and coordinates FSD weekly administrative and clinical meetings agendas and takes meeting minutes; possesses an advance computer skill set, and be skillful in Microsoft Office programs; prepares and produces high quality of written reports; may prepare PowerPoint presentations; responsible for collaborating with Department of Plant Operation on organizing, submitting and arranging all office supplies and work requests for FSD site and Norwalk TRP; collaborates with Fiscal Department on supplies purchasing, petty cash reimbursement, management of monthly client activity fund, and events expenses; assists the site director with composing correspondence and complex letters to interoffice and interagency directors and designees, as well as responding to the Site Director phone calls and communicating with the Site Director in a timely fashion; supervises clerical and secretarial staff, and provides guidance and directives as needed; prepares necessary documentation or product to staff; may require traveling and attend meetings in the community; may be responsible to greet clients and visitors and monitor waiting area; may report writing and researching information from a variety of sources to prepare reports.

**Eligibility Requirement:** Candidates must have applied for and passed the **Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

1. **DMHAS employees who are lateral transfer candidates** (example: **Administrative Assistant** applying to an Administrative Assistant posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. All applicants must submit three (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

**PLEASE SEND APPLICATIONS TO:**

**Southwest Connecticut Mental Health System**  
**Human Resources, 1635 Central Avenue, Bridgeport CT 06610**  
**Fax: (203) 551-7674**  
**Email: SWCMHS.recruit@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.